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NATIONAL HIGHWAYS AUTHORITY OF INDIA
(Ministry of Road Transport & Highways)

National Highways Authority of India (NHAI) invites applications for recruitment to the following posts:-

S. No.	Name of the posts	No. of advertised posts*	Mode of Recruitment
1.	Manager (Legal)	04 (Four)	Deputation

*** No. of posts may increase or decrease.**

DETAILS OF ELIGIBILITY CONDITIONS

S. No.	Name of the Posts	No. of poststo be filled up	Classification of posts	Pay Band and Grade Pay	Method of Recruitment	Age Limit
	1	2	3	4	5	6
1.	**Manager (Legal)**	04 (Four)	Group - A	PB-3 (Rs.15600 – 39100) with Grade Pay Rs.6600/- (equivalent to Level 11 in Pay Matrix as per 7th CPC].	Deputation	For Deputation : Not exceeding 56years
Educational qualification and experience required				**In case of recruitment by deputation,the grades from which to be made.**		
7				8		
Essential Educational Qualification and Experience: i) Degree in Law from a recognized University / Institute **and** ii) **Possessing 05 years' experience** in the field of law related to contractual matters / arbitration / legislative matters / land acquisition.				By **deputation** from officers under the Central government or State Governments or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organizations and other Government Bodies:- i) holding analogous post on regular basis in PB-3, (Rs.15,600-39,100) with Grade Pay Rs.6600 (Pre-revised in CDA Pattern, equivalent to Pay level- 11 of pay matrix as per 7th CPC) or equivalent in the Industrial Dearness Allowance pattern (IDA) pattern in the parent cadre or Department; **OR** **ii)** with **04 (four) years'** service in the grade rendered after appointment thereto on regular basis in the posts in the Pay Band-3 (Rs.15600- 39100) with Grade Pay Rs.5400/-		

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	(pre-revised in CDA pattern, equivalent to Pay Level-10 of Pay Matrix as per 7th CPC) equivalent in IDA pattern in the parent cadre/department; **OR** **iii)** with **07 (seven) years'** service in the grade rendered after appointment thereto on regular basis in the posts in the Pay Band-2 (Rs.9300-34800) with Grade Pay Rs.4800/- (pre-revised in CDA pattern, equivalent to Pay Level-08 of Pay Matrix as per 7th CPC) equivalent in IDA pattern in the parent cadre/department; **AND** Possessing the essential educational qualifications and essential experience stipulated in Column 7. **Period of Deputation:** The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department, shall ordinarily be three years which may be extended for another two years with the approval of Chairman, National Highways Authority of India. Further extension beyond 5th year and up to a maximum of 10 years shall be with the approval of the Ministry of Road Transport and Highways subject to satisfactory performance.

IMPORTANT DATES

Opening Date for Online Registration of Application	**03.02.2024 (10.00 AM)**
Last Date for submission of Online application	**04.03.2024 (6.00 PM)**
Last date for receipt of the Print-out of Online application (duly signed by the applicant) from the parent department of the applicant along with 'Verification Certificate', duly issued by the cadre controlling authority in the parent department of the applicant and verifying thereby the entries in the application of the applicant with regard to educational / professional qualification/s and service details (holding of post, nature of post, pay particulars, and nature of duties performed, experience, etc.)	**03.04.2024** **Note:** NHAI at its discretion may extend the date of accepting the Through Proper Channel copy of the application along with requisite documents from Parent Departments by 02 days prior to the Meeting of Selection Committee/ Interview.

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Important Instructions:

The candidates applying the posts should note the following: -

1. The posts carry all India service liability. Therefore, those who are willing to serve anywhere in India may only apply.

2. The applicants who apply for the post with respect to the advertisement shall not be allowed to withdraw his/her candidature subsequently. The applicant selected by NHAI should not decline the offer of appointment. In case he / she declines the offer of appointment, his/her candidature shall not be considered for any further appointment by NHAI for a period of two years from the date of cancellation of offer of appointment.

3. In case of selection on deputation basis, applicants who are more than 56 years of age as on the last date for receipt of applications need not apply. Those applicants who are due to retire from their parent cadre within two years, as on the closing date for receipt of applications also need not apply.

4. Internal/ regular officers of NHAI, who fulfil the eligibility conditions prescribed in the advertisement / Regulations for them, as on the last date for receipt of applications, may also apply. In case they are selected, their appointment will be on promotion basis. Accordingly, the internal/ regular officers of NHAI who are in direct line of promotion shall not be considered for appointment on deputation basis. Similarly, the deputationists shall not be eligible for being considered for appointment by promotion.

5. Period of deputation, including the period of deputation in another ex-cadre post held immediately preceding his/her appointment in the same or other organization, shall ordinarily not exceed 5 years.

6. (I) SC/ST/Minority Community / Women/ Persons with Benchmark Disabilities, are encouraged to apply.

(II) Persons with Benchmark Disabilities (PwBD) can apply to the respective posts even if the post is not reserved for them but has been identified as Suitable. However, such Applicants will be considered for selection to such post by general standard of merit. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the rules. Thus, Physically Handicapped (PH) persons can avail benefit of reservation and other concessions and relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are suitable for PwBD candidates.

►7. Crucial date for determination of eligibility shall be the last date prescribed for the receipt of ONLINE applications.

8. Applicants working in PSUs/ Public Sector Banks may refer to **NHAI Circulars regarding** equivalency of Pay Structure (between CDA vs IDA and CDA vs Public Sector Banks) attached with the advertisement.

9. Canvassing or bringing influence in any form will disqualify the candidature.

10. The advertisement can be withdrawn at any time at the discretion of the Competent Authority without assigning any reasons there for.

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Procedure to Apply

11. Applicants can apply ONLINE only. The procedure to be followed for filling up the application is given below: -

i) The applicant may visit the NHAI website www.nhai.gov.in for accessing the link for applying online. The link may be opened on Google Chrome or Mozilla Firefox.

ii) Click on the tab About Us → Vacancies → Current. Click on the relevant Recruitment advertisement and then click 'Online application'.

iii) Once you click on "APPLY" system will redirect you to NHAI portal.

iv) Create the registration with below information
   1. User ID (User id can be anything)
   2. Create the password
   3. Name
   4. Phone number
   5. Email id
   6. Aadhaar card number

v) Once you entered all the above details, login to the system with the user id and password.

vi) Portal has two sections,
   1. Application form
   2. Post you would like to apply

vii) Fill the complete application
   1. All the fields in the form are mandatory fields.
   2. After filling the application form, click on 'preview' button to check all the information filled by you are correct or not.
   3. Incase if you wish to change any data in given form, then change the same.
   4. Once everything is correct, click on 'save' button.
   5. After saving the document, then only 'apply' for the position.

viii) After saving the document, apply for the position.
   1. Select the post and click on 'submit your application' button.
   2. If you don't apply for the position then your profile will not be reflected under any position,
   3. Once you click on 'submit your application button', system will take you to the next screen, where you can see the 'reference number' and you would also be having an option to download the form.

ix) Fill in the form and attach all the scanned copy of colour passport size photograph, digital signature, essential educational / professional qualification(s), promotion/appointment order(s), only in 'jpg / 'jpeg' or 'png' or 'gif' 'pdf' image types not exceeding 1 MB, may be uploaded.

x) In the fields where you need to add your educational and experience, add the detail in given box and after adding all the data, click on add the same to list. Once you add the same to list, you could see the detail on below table.

xi) After entering your date of birth and retirement age, press enter button. Once you press enter button, system will auto calculate and populate the same in the next row.

xii) The ONLINE application may be submitted **by 04.03.2024 (06.00 PM).**

►xiii) After submission of the ONLINE Application Form, 'PDF' format thereof containing details entered by the Applicant shall be generated. The applicant should take out print of the ONLINE Application Form and get the same forwarded by his/her parent department along with the prescribed 'Verification Certificate' and certified copy of APARs/ACRs. The Department/Organization concerned while forwarding the application should:

(a) Enclose **attested** copies of Annual Confidential Reports / Annual Performance Appraisal Report / gist of APARs/ACRs/ certificate with regard to work & conduct of the officer for the last five (05) years along with a vigilance clearance certifying that no

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penalty is imposed against the officer for last ten years, integrity certificate and no penalty certificate.

(b) Certify that the particulars given by the Applicant in his / her ONLINE application regarding the details of educational/professional qualification(s), relevant experience and pay particulars, etc. have been verified from the service records and are true, correct and complete.

12. The applicants are advised to fill the **ONLINE** application form carefully in accordance with the eligibility criteria and experience mentioned for the post(s). Applications received through any other mode/procedure would not be accepted and summarily rejected. Applications incomplete in any respect, especially without details of pay scales shall be summarily rejected without any notice. It may be noted that any subsequent clarification regarding job profile / experience etc. at a later date will not be entertained under any circumstances.

13. The applicants are advised to submit the Online Recruitment Application well in advance without waiting for the closing date and also ensure that the Print-Out of the ONLINE Application Form along with requisite documents, is forwarded through their Parent Departments within the stipulated time.

14. Applicants applying for more than one post should submit separate application for each post, failing which, the application will be considered only for the first post indicated in the application.

►15. Duly filled-in print-out of the ONLINE application, forwarded by parent department of the applicant along with the prescribed 'Verification Certificate' and photocopy of APARs/ACRs for the last five (05) years, should reach NHAI at the following address, **on or before 03.04.2024.**

DGM (HR &Admn.)-I,
National Highways Authority of India,
Plot No: G – 5 & 6, Sector – 10,
Dwarka, New Delhi – 110075.

16. 'Corrigendum' or 'Addendum' or 'Cancellation' to this advertisement, if any, shall be published only on the website of NHAI and will not be published in the newspapers. Therefore, the Applicants are advised to check the website of NHAI regularly.

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